



Employment & Independence

**UTAH STATE
OFFICE OF
REHABILITATION**

Darin Brush
Executive Director

Steve Winn

Executive Director

**DIVISION OF SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

250 North 1950 West, Suite B
Salt Lake City, UT 84116-7902

Voice (801) 323-4343

TTY (801) 323-4395

Date

Dear _____,

You have been referred to attend the full-time Training and Adjustment Services (TAS) program at the Utah Division of Services for the Blind and Visually Impaired (DSBVI). Congratulations, you have been accepted to reside in the residential training center which is conveniently located within walking distance of the blind center!

Description of the Residential Training Center

There are a total of four apartments, housed in two separate buildings. Each apartment has two entrances, a front door and a back door.

As you enter the front entrance of each apartment, there is a tiled entryway and hallway. This small, tiled hallway leads you to the individual rooms, living room, or kitchen. There are two doors located in the tiled hallway. One door is a storage closet for a vacuum, cleaning supplies, and other needs. The other door is a small guest bathroom which includes a sink and toilet.

All apartments have five individual bedrooms. The hallway that leads to these individual bedrooms is carpeted. Individual bedrooms include a twin size bed (extra-long) with mattress pad, desk, dresser, nightstand, and large closet. Two bedrooms share a "jack and jill" bathroom which includes two sinks, a



Employment & Independence

**UTAH STATE
OFFICE OF
REHABILITATION**

Darin Brush
Executive Director

Steve Winn

Executive Director

**DIVISION OF SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

250 North 1950 West, Suite B
Salt Lake City, UT 84116-7902

Voice (801) 323-4343

TTY (801) 323-4395

separate toilet, shower/bath area and storage for linens. Every apartment has one bedroom that is wheelchair accessible.

In the same hallway where the individual rooms are located, there is a room that stores an electric washer and dryer. Above the washer/dryer units there are cabinets to store detergents and fabric softener.

Each apartment has a large living room area which includes two leather sofas, a large screen television and a large desk with apartment computers and printers.

There are 3 main stations in the kitchen area; each containing a sink, dishwasher, oven, and microwave. There are 2 large side by side refrigerator/freezers and plenty of cupboard space for storage. In the middle of the kitchen is a large island with cupboard and drawer space. The kitchen has a nice table which can seat up to six people.

At the end of this letter, you will find a list of furnishings that are provided in each apartment, as well as a list of items you will need to provide during your stay.

What to Expect On Your First Day

On _____, you should expect to arrive at the center at 8:30 a.m. We strongly suggest that you follow the recommendations of what to bring and what is provided. Due to safety and space, you are not allowed to bring extra furniture from your home. You should be able to easily fit all of your belongings into a standard



Employment & Independence

UTAH STATE
OFFICE OF
REHABILITATION

Darin Brush
Executive Director

Steve Winn

Executive Director

DIVISION OF SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED

250 North 1950 West, Suite B
Salt Lake City, UT 84116-7902

Voice (801) 323-4343

TTY (801) 323-4395

car. If not, reassess and leave your extra belongings elsewhere.
(Do not rent or bring a U-Haul).

On your arrival day, you will meet with Jennifer Chidester to review and sign the apartment agreement and receive your apartment keys. You will have from 8:30 a.m. to 1:00 p.m. to unload/unpack, and familiarize yourself with the apartment and location of the blind center.

At 1:00 p.m. you will come to the front doors of the center and check in. You will meet with Adam Rushforth, the Training and Adjustment Services Coordinator. He will review your schedule, give you your sleep shades, and answer any questions you may have regarding training. You will also be introduced to your instructors and then finish the day going through a series of required center trainings.

We hope you will take advantage and participate in all of the activities the apartment complex has to offer as well as the ones included with your training program at the blind center.

I will be contacting you soon to personally confirm your arrival date. If you have any questions, please do not hesitate to call me between the hours of 9:00 a.m.- 4:00 p.m., Monday through Friday.

Sincerely,

Jen Chidester



Employment & Independence

**UTAH STATE
OFFICE OF
REHABILITATION**

Darin Brush
Executive Director

Steve Winn

Executive Director

**DIVISION OF SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

250 North 1950 West, Suite B
Salt Lake City, UT 84116-7902

Voice (801) 323-4343

TTY (801) 323-4395

Jennifer Chidester
Apartment Manager
801-323-4391 (office)
801-707-0585 (work cell)
jchidester@utah.gov

Items To Bring:

1. Pillow, sheets and blankets for a twin size bed (extra-long recommended, but regular sheets do work).
2. Clothes, hangers, hamper, and washing detergent.
3. Bathroom linens (towels, wash cloths), bath mat. Toilet paper and toilet brush.
4. Personal toiletries, shampoo, hand/body soap, etc.
5. Daily and deep cleaning supplies for kitchen, bathroom, living, and bedroom areas. Highly recommended: toilet cleaner, Soft Scrub for sinks and tubs, all purpose cleaner for surfaces, floor cleaner, rags and scrub sponges.
6. Anything in the kitchen that you discard after use (plastic wrap, tin foil, paper towels, plastic bags, 13 gallon sized garbage bags).
7. Dish soap, dishwasher supplies (detergent/Jet-Dry).
8. All kitchen linen (dish towels, dish cloths, hot pads).
9. Alarm clock, radio, and tape player if desired.
10. Money to purchase extra groceries or supplies.
11. A minimum of one week worth of food. This is imperative as it may take time to process a maintenance check.

Items Furnished:

1. Stove, fridge, dishwasher, microwave, toaster, blender, hand mixer, dishes, pots/pans, knives, basic cooking and eating utensils



Employment & Independence

**UTAH STATE
OFFICE OF
REHABILITATION**

Darin Brush
Executive Director

Steve Winn

Executive Director

**DIVISION OF SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

250 North 1950 West, Suite B
Salt Lake City, UT 84116-7902

Voice (801) 323-4343

TTY (801) 323-4395

2. Broom/dust pan, Libman wonder mop*, bucket and 13 gallon garbage can. *Disposable mop heads are student's responsibility.
3. Ironing board and iron
4. Shower curtain
5. Toilet plunger (stored in guest bathroom).
6. Shark navigator vacuum
7. Television, sofas, telephone, corner table, coffee table, and lamp
8. Bed, dresser, nightstand
9. Shared computers, printers, paper, internet, wi-fi
10. Note: A crock pot, deep fryer, electric frying pan, and coffee maker may be available to check-out during your stay.

Updated: 08/2015